



Dallas County R-I School District

309 W. Commercial
Buffalo, MO 65622

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January 24, 2013

Dear Consultant:

The **Dallas County R-I School District** is requesting the services of a consulting engineering firm to perform the described professional services for the project included on the attached list. If your firm would like to be considered for these consulting services, you may express your interest by responding to the appropriate office, which is indicated on the attachments. Limit your letter of interest to no more than 5 pages. This letter should include any information which might help us in the selection process, such as the persons or team you would assign to each project, the backgrounds of those individuals, and other projects your company has recently completed or are now active.

DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at www.modot.gov, in order to be counted as participation towards an established DBE Goal. We encourage DBE firms to submit letters of interest as prime consultants for any project they feel can be managed by their firm.

It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) and an Affidavit of Compliance with the federal work authorization program along with a copy of your firm's E-Verify Memorandum of Understanding (15 CSR 60-15.020) be submitted with your firm's Letter of Interest.

We request all letters be received by 4:00 pm, 02/15/2013 at **Dallas County R-I Schools Central Office, 309 W. Commercial, Buffalo, Missouri 65622.**

Sincerely,

Dr. Jon Turner
Assistant Superintendent of Schools

Attachment

<i>Dallas County R-I School District, Buffalo, Missouri</i>	
Federal Aid No.:	STP-3315(403)
Location:	Buffalo, Dallas County, Missouri
Proposed Improvement:	Sidewalk construction, drainage modifications (which include culvert crossings), preparation, and landscaping
Length:	.75 miles of sidewalk/path construction
Approximate Construction Cost:	<i>\$253,000</i>
DBE Goal Determination	<i>0%</i>
Consultant Services Required:	<p>The engineering responsibilities may include but are not limited to: The preparation of Conceptual plans, Preliminary plans, Contract plans, preparing and submitting necessary permits, contract documents, assisting with the bidding process for ADA compliant sidewalks and preparation of PS&E and final documents.</p> <p>Construction Phase: work with contractor on behalf of the school district, assist with preconstruction conference, perform periodic site inspection, prepare change orders, inspect construction materials, check shop drawings submitted by contractor, conduct construction test and inspection, be present during critical construction operations, work with school district to do full time inspections and reporting and participate in final inspection.</p>
Other Comments:	
Contact:	<i>Name Dr. Jon Turner, Assistant Superintendent of Schools</i> <i>Address 309 W Commercial, Buffalo, MO 65622</i> <i>Phone 417-345-2222 Ext 6</i> <i>E-mail jon.turner@bisonpride.us</i>
Deadline:	<i>4:00 p.m., February 15, 2013</i>
Submit	<ul style="list-style-type: none"> Letter of interest should not exceed 5 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. 5 copies of the letter interest should be received at the address and by the time specified.

Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection. Additional criteria can be added with the approval of Central Office Design

Experience and Technical Competence -	34	Max Points
Capacity and Capability -	33	Max Points
Past Record of Performance -	33	Max Points